

**Charlotte County  
Board of County Commissioners  
Community Action Agency Advisory Board (CAAAB)  
January 28, 2016 Meeting Minutes**

---

**Members Present:**

Phil Wickstrom, Lynn Dorler, Michael Haymans, Carrie Blackwell-Hussey, Paul Polk, Alleen Miller, Commissioner Stephen R. Deutsch, Pastor Brian Armen, Dianne Munson, Angela Solomon

**Members Excused:**

Paul Froeschle

**Members Absent:**

**Staff Present:**

Victoria Carpenter, Lori North, and Jessica Ralston

**Guests Present:**

**1. Welcome and Roll Call**

Michael P. Haymans, Chair, called meeting to order at 3:10 pm. All present members and staff introduced themselves.

**2. Public Input**

None.

**3. Recognition of CAAAB Member/Welcome New Members**

Lori North recognizes Ms. Angela Solomon, from Career Source of Southwest Florida as our newest member to the Board. Ms. Solomon briefly gives overview of her agency and expertise. Ms. North informs the Board that the Board of County Commissioners has approved all reaffirmations for participation during the 2016 year. Ms. North provides the Board members letters informing them of reappointment approval for 2016.

**4. Approval of July 2015 and October 2015 Meeting Minutes-*Vote Required***

Michael P. Haymans requests the Board review the July 2015 minutes for approval. Phil Wickstrom motions to approve. Dianne Munson seconds motions. All in favor, minutes approved. Mr. Haymans requests the Board review the October 2015 minutes for approval. Lynn Dorler motions to approve minutes. Alleen Miller seconds. All in favor, October 2015 minutes approved.

**5. CSBG Quarterly Report (4<sup>th</sup> & 1<sup>st</sup> Qtr) – *Vote Required***

Mrs. Ralston gave an overview of the final CSBG Quarterly Report. The Board discusses a few outcome percentages and discussed the highlights of the reports. Mrs. Ralston gives the Board explanations on why those outcomes were not met and or why the outcomes exceeded expectations. Commissioner Deutsch motioned to approve the 4<sup>th</sup> Quarter CSBG Quarterly Report. Alleen Miller seconds motion. All in favor, 4<sup>th</sup> Quarter CSBG Quarterly Report approved. Mrs. Ralston discusses an overview of the 1<sup>st</sup> Quarter

CSBG Quarterly Report. Board discusses shortfalls of percentages based on the 1<sup>st</sup> quarter data documentation. Commissioner Deutsch motions to approve 1<sup>st</sup> Quarter CSBG Quarterly Report. Philip Wickstrom seconds motion. All in favor, 1<sup>st</sup> Quarter CSBG Quarterly Report approved.

#### **6. Comprehensive Annual Financial Report (CAFR) Overview – Single Audit**

Ms. Carpenter presents a copy of the Single Audit to present members and informs the Board that the Charlotte County Clerk of Court is responsible for conducting the audit annually. She informs the Board that they are able to view the entire report on the county website, [www.charlottecountyfl.gov](http://www.charlottecountyfl.gov) and Clerk of Court website, [www.co.charlotte.fl.us](http://www.co.charlotte.fl.us). She highlights the dollar amount of Human Services grants listed in the CAFR and notifies the Board that there were no significant findings related to CSBG funding.

#### **7. Approval of Community Action Plan**

Mrs. North provides a copy of the draft Community Action Plan. She discusses an overview of the plan to ensure it is aligned with the Department Goals, Mission and Vision. She also notes that it integrates with the Community Needs Assessment that has been conducted together with the Family Services Strategic Plan which focuses on planning processes and measureable goals. Mrs. North highlights key areas for the Board to review which aligns with the National Performance Indicators in our CSBG Work Plan. Paula Willman motions to approve the Community Action Plan. Lynn Dorler seconds motions. All in favor, Community Action Plan approved.

#### **8. By-Laws Review**

Mrs. Ralston provides the Board with a copy of the By-Laws. She then gives a brief overview of the By-laws and informs the Board that they are the advisory in its relationship to the County Commission. She then informs the Board that the By-Laws encompass the purpose, terms of members, removal of members, if needed, officers, elections of members, geographic areas within the county and meeting information.

#### **9. Training Agenda Discussion**

Mrs. Ralston provides the Board with a copy of the Sunshine Law pamphlet. Ms. Carpenter gives brief overview of what is meant for this advisory board to follow Sunshine Law requirements. She requests the Board to review pamphlet in detail and if they have any questions, to ensure they reach out to the staff., i.e., Jessica, Lori, or Vikki to ensure members are in compliance with the Law. Mrs. Ralston then provides the Board with a copy of the Roles and Responsibilities Training PowerPoint Presentation. She explains that we will go through the Training at a later date, however, I wanted to ensure all current members have a copy and to review for their roles and responsibilities of this advisory board.

#### **10. Conflict of Interest Policy Review**

Mrs. Carpenter informs the Board of the Conflict of Interest Policy that is now a requirement of the Organizational Standards for the Community Services Block Grant. Ms. Carpenter provides a Conflict of Interest Policy pamphlet to each member. She gives an overview of what the current policy entails. Present Board members receive/sign a Code of Ethics Acknowledgement Form that they have received a copy and understand the provisions.

**11. Department Update**

Mrs. North informs the board that the Emergency Solutions Grant was received at the end of November 2015. She explains this grant was to begin servicing clients on/after July 1, 2015, however, there was a significant delay in receipt of the funds, so unfortunately we have had a large gap in serving our client base. Mrs. North explains there are barriers with the Grant, which the Fair Market Value rent together with lack of housing has been the biggest barriers in housing families.

**12. Member's Comments – limited to 3 minutes each**

Ms. Blackwell-Hussey provides an update to the Mater Plan. She explains that The Master Plan is a community shared vision movement. She states there is a needs for a shared road map in Health & Human Services to make connections with organizations within this community to move toward the big picture. She states that Charlotte County Human Services, United Way, Community Foundation, Charlotte Behavioral and Charlotte County Heath Department are all currently meeting to create the framework of this united vision to present to the CAAAB and other advisory boards to align funding sources and create an action to work toward one Master Health and Human Services Plan.

**13. Public Comments**

None.

**14. Adjournment**

Michael P. Haymans adjourns meeting at 4:18pm.

Respectfully Submitted,

A handwritten signature in purple ink, appearing to read "J. R. Haymans", is written over the typed name.

Recording Secretary